



Spearfish City Council
Regular Session Minutes
March 2, 2020 5:30 p.m.

The Spearfish City Council met at 5:30 p.m. on Monday, March 2, 2020. Council President Hodgs presided and called the meeting to order. All stood and recited the pledge of allegiance. Roll call was taken with the following members present: Clark, Eisenbraun, Herrmann, Hodgs and Jacobs. Absent: Mayor Boke and Klarenbeek. Also present: City Administrator Harmon, City Planner Watson, Parks and Recreation Director Ehnes, City Attorney McDonald, City Engineer Mathis, Finance Officer DeNeui, Public Works Director Lee, Public Safety Director Rotert, Library Director Wilde, Police Chief Jacobs, Fire Chief Deaver, Recreation Facility Superintendent Rauterkus, Wastewater Facility Superintendent Evridge, Parks, Recreation and Forestry Superintendent McDonald, Assistant City Planner Van Holland, Assistant Police Chief Dean, Police Sergeant Hofmann, Street and Solid Waste Foreman Earl, street department staff to include Block, Hanson, Plocek, Mellott and Auch, RUS operator Plocek, Water/Wastewater Operator Woodroof and Public Works Administrative Assistant Hoffman.

Clark moved, Jacobs seconded and all voted to approve the agenda. There were no declarations of any potential conflict-of-interest.

Consent Agenda – Clark moved, Eisenbraun seconded and with Clark, Eisenbraun, Herrmann, Hodgs, and Jacobs voting aye motion passed to approve the consent agenda as follows:

- A. Approve the minutes of City Council regular session dated February 18, 2020.
- B. Authorize the following wage changes due to successful completion of training periods:
 - 1) Kaija Swisher, executive assistant, grade 16, step 2, \$20.88 per hour, effective 3/8/2020
 - 2) Patrick Butler, facility maintenance technician, grade 10, step 2, \$15.53 per hour, effective 3/22/2020
 - 3) Samuel Tollison, facility maintenance technician, grade 10, step 2, \$15.53 per hour, effective 3/22/2020
 - 4) Brady Hanson, water/wastewater utility operator I, grade 12, step 12, \$20.89 per hour, effective 3/22/2020
 - 5) Drew Couch, recreation assistant, grade 7, step 2, \$13.39 per hour, effective 3/22/2020
 - 6) Curt Jacobs, police chief, grade 24, step 14, \$49.90 per hour (\$103,792.00 exempt), effective 3/22/2020.
- C. Promote Amy Sundberg to library aide (part time/partial benefit eligible), grade 7, step 3, \$13.66 per hour, effective 5/17/2020.
- D. Hire Matthew Parker as a seasonal parks, rec, and forestry tech, at \$12.00 per hour, effective 4/20/2020.
- E. Move Kaija Swisher to public safety records manager effective 4/1/2020 or thereafter. Lateral move.
- F. Hire Jessica Babb as a police dispatcher (benefit-eligible), grade 12, step 1, \$16.80 per hour, effective 3/16/2020.

- G. Approve a special on-sale liquor license for Spearfish Holiday Inn for a wedding on June 13, 2020 from 6:00 p.m. to 11:00 p.m. at the BHSU Joy Center.
- H. Approve a special malt beverage license for Queen City Liquor for the Black Hills Beer Run on September 27, 2020 from 12:00 p.m. to 5:00 p.m. at the Pavilion.

Items from Visitors

Officer of the Year – Police Chief Jacobs presented Officer Jacob Raap with the 2019 Officer of the Year Award. Officer Raap was selected by vote of the staff and peers within the police department for his efforts and achievements throughout 2019.

Other Items

Purchase – Eisenbraun moved, Herrmann seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye motion passed to approve the purchase of Tract V of NW ¼ of the Elkhorn Ridge Addition, 156 acres m/l, and authorize Mayor Boke to sign all documents related to the purchase and closing of the property if appraisal price exceeds purchase price. Total cost of land is \$1,496,000.

Purchase – Herrmann moved, Jacobs seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye motion passed to approve the purchase of a rock climbing wall from High Mountain Outfitters at a cost of \$26,700 to be constructed as a bouldering cave at a cost not to exceed \$75,000 to include all necessary construction and equipment needed to install.

Position – Clark moved, Eisenbraun seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye motion passed to approve the conversion of two summer seasonal maintenance positions to a regular, part-time maintenance position and authorize to begin recruitment.

Public Hearing – Public hearing was opened at 5:41 p.m. to consider Ordinance 1311 – An Ordinance Amending Appendix A – Zoning of the Revised Ordinances of the City of Spearfish by Zoning Certain Property (6025 E. Colorado Blvd.). No oral or written comments were received and the public hearing was closed.

Ordinance 1311 – Eisenbraun moved, Jacobs seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye motion passed to approve the second reading of Ordinance 1311 – An Ordinance Amending Appendix A – Zoning of the Revised Ordinances of the City of Spearfish by Zoning Certain Property (6025 E. Colorado Blvd.)

Ordinance 1312 – Herrmann moved, Jacobs seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye motion passed to approve the first reading of Ordinance 1312 and set public hearing for March 16, 2020 to amend the Revised Ordinances of the City of Spearfish, Appendix A. Zoning, Article IV. District Regulations, Section 5., C-1 Central Commercial District, adding new paragraph G. C-1 Redevelopment Incentive Plan.

Tax Formula – Eisenbraun moved, Jacobs seconded and all voted to approve the discretionary tax formula for ONEOK, 130 Commerce Drive, Lot 4 of Tract A, Block 4 Hansen Addition to the City of Spearfish.

Agreement – Clark moved, Eisenbraun seconded and all voted to approve the Equitable Sharing Agreement and Certification for FY2019.

Proposal – Clark moved, Jacobs seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye motion passed to approve the annual water meter proposal from Core & Main and authorize staff purchases up to the budgeted amount (\$160,000).

Bill List – Eisenbraun moved, Jacobs seconded and with Clark, Eisenbraun, Herrmann, Hodgs and Jacobs voting aye to approve the bill list dated March 2, 2020 as follows:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AGA	MEMBERSHIP DUES RENEWAL	\$ 140.00
ALLSTATE PETERBILT CO	PARTS/FREIGHT	\$ 262.57
ALPINE IMPRESSIONS	(80) TSHIRTS, YOUTH VB	\$ 600.00
AMAZON.COM	BOOKS, MOVIES, A/V	\$ 680.79
AMERICAN ENGINEERING TESTING	WWTP EQ BASIN / TESTING	\$ 980.40
BAKER & TAYLOR	DUO8	\$ 573.42
BHSU PRINTING CENTER	FEB 20 NEWSLETTER	\$ 549.44
BLACK HILLS ENERGY	JAN/FEB ELECTRICITY	\$ 13,002.90
BLACK HILLS PURE INC	COOLER RENTAL/WATER	\$ 21.50
BOMGAARS SUPPLY INC	PARTS	\$ 900.07
BORDER STATES ELECTRIC	PARTS	\$ 698.25
CENGAGE LEARNING	BOOKS, MOVIES, A/V	\$ 102.55
CENTURYLINK INC	FEB 2020 MONTHLY SVC	\$ 969.96
CITY OF SPEARFISH CC	GASOLINE	\$ 75.37
CLARK PRINTING CORP	FLYER - "VOLUNTEERS NEEDED"	\$ 495.40
CREEKSIDO DEVELOPMENT LLLP	FEB INCREMENT DUE DEVELOPER	\$ 111,560.44
EAGLE ENGRAVING INC	(10) "RIBBON" BARS	\$ 43.45
ELEVEN:11 CO	BROCHURES - VOL RECRUITMENT	\$ 1,202.50
ELKHORN RIDGE @ FRAWLEY RANCHES	TAX INCREMENT DUE DEVELOPER	\$ 88,150.40
NEWHOUSE ENTERPRISES INC	OFFICE SUPPLIES	\$ 691.86
F&S LLC	MATERIALS & INSTALLATION	\$ 2,241.53
VIEHAUSER ENTERPRISES LLC	SECURE CANYON ADM & M.SHOP	\$ 4,258.21
GOULD, DONALD F	SEAT BOTTOM REPAIR	\$ 40.00
GUNDERSON TRUCKING INC	TRANSPORT WWTP TO GILLETTE	\$ 2,000.00
HAWKINS INC	CHEMICALS	\$ 4,259.40
HDR ENGINEERING INC	PROFESSIONAL SERVICES	\$ 16,965.53
HEARTLAND PAPER CO	JANITORIAL	\$ 298.48
HEISLER HARDWARE	PARTS, HARDWARE, PAINT, SUPPLIES	\$ 511.30
HUB INTERNTL MTN STATES LTD	RENEWAL BUS PREMIUM	\$ 10,000.00
MP FT PIERRE LLC	LODGING	\$ 1,022.89
NAMI SIOUX FALLS	CERTIFICATION TRAINING X 2	\$ 220.00
NEBRASKA SALT & GRAIN CO	ICE SLICER, ADDTL	\$ 9,850.70
NORTHERN HILLS VENTURES	MAR 20 CLOUD/MAIL/OFFICE 365	\$ 13,601.00
SPECTRUM HOLDINGS INC DBA NOVA	(11) INDOOR CYCLES & ACCESS	\$ 14,729.13
SOUTH DAKOTA ONE CALL	JAN 2020 MESSAGE FEES	\$ 153.30
ONE TIME VENDORS	JESSIE GLINES:BUILDING PERMIT	\$ 75.00
QUIK SIGNS INC	TABLE THROW/BANNER	\$ 483.40

RAMKOTA HOTEL - PIERRE	LODGING X 4	\$ 689.72
RCS CONSTRUCTION INC	WWTP EQUALIZATION BASIN	\$ 172,363.56
SAND CREEK PRINTING CORP	250 3-PART IMPOUND FORMS	\$ 212.50
SD AIRPORTS CONFERENCE	CONF REGISTRATION - R JILEK	\$ 100.00
SDPA	DUES, WATSON & VAN HOLLAND	\$ 100.00
SPEARFISH AMERICAN LEGION	GAME PROGRAM ADVERTISING	\$ 200.00
SPEARFISH AUTO SUPPLY	PARTS	\$ 2,041.77
VIVI BENE INC	ELEC LABOR/REPAIRS	\$ 1,580.62
SPEARFISH LUMBER CO	(3) REDI-CRETE 60#	\$ 19.60
STADLER, DAVID J	STAINLESS STEEL PARTS	\$ 582.50
T & W APPLIANCE/KNOTHOLE	LG WOOD LETTERS/CEMENT	\$ 15.39
TYLER TECHNOLOGIES INC	MAR 20 MONTHLY MAINT FEES	\$ 166.00
USA BLUE BOOK	(50) SS CURB MARKER	\$ 230.74
WALMART	VIDEO CAMERA/TRIPOD/SD CARD	\$ 1,017.78
WHITE'S QUEEN CITY MOTORS	PARTS	\$ 66.16
WILLIAMS STANDARD SERVICE	LABOR	\$ 18.50
WOLFF'S PLUMBING & HEATING	SERVICE CALL	\$ 582.00
		<u>\$ 482,397.98</u>

February 2020 Salary Expense & Credit Card Fees

	<u>Gross</u> <u>Wages/Benefits</u>		<u>Gross</u> <u>Wages</u>	<u>Benefits</u>	
Mayor/Council	\$8,109.88	1.31%	\$7,533.58	\$576.30	1.52%
City Administrator	16,637.22	2.68%	13,993.70	2,643.52	2.81%
City Attorney	9,821.46	1.58%	8,139.92	1,681.54	1.64%
Finance	31,209.56	5.04%	24,618.88	6,590.68	4.95%
Human Resources	7,735.74	1.25%	6,288.28	1,447.46	1.26%
Gov't Bldgs	14,593.82	2.35%	11,313.61	3,280.21	2.28%
PW Admin	29,206.75	4.71%	23,627.11	5,579.64	4.75%
Police	152,723.90	24.64%	120,838.70	31,885.20	24.30%
Fire	19,987.37	3.22%	16,768.10	3,219.27	3.37%
Bldg Inspect	17,801.76	2.87%	14,137.62	3,664.14	2.84%
Streets and Snow	49,824.85	8.04%	40,660.72	9,164.13	8.18%
Cemetery	3,238.44	0.52%	2,443.87	794.57	0.49%
Recreation/Aquatic	46,089.87	7.44%	36,522.78	9,567.09	7.34%
Parks and Rec	22,404.94	3.61%	17,864.38	4,540.56	3.59%
Library	25,736.62	4.15%	20,667.23	5,069.39	4.16%
Plan & Zone	17,192.40	2.77%	13,962.92	3,229.48	2.81%
Motor Pool	11,670.42	1.88%	9,705.28	1,965.14	1.95%
Police Comm	34,101.31	5.50%	27,175.80	6,925.51	5.47%
SAFER Grant	4,618.30	0.75%	3,275.20	1,343.10	0.66%
Water	17,408.25	2.81%	13,574.65	3,833.60	2.73%
Electric Production	15,658.24	2.53%	12,884.26	2,773.98	2.59%
Sewer	16,462.70	2.66%	12,868.90	3,593.80	2.59%
WWTP	26,999.58	4.36%	22,172.51	4,827.07	4.46%

Solid Waste	19,807.81	3.20%	15,653.31	4,154.50	3.15%
Campground	766.78	0.12%	559.08	207.70	0.11%
Totals	<u>\$619,807.97</u>	<u>100.00%</u>	<u>\$497,250.39</u>	<u>\$122,557.58</u>	<u>100.00%</u>
Credit Card Fees Jan	<u>\$4,951.80</u>				
Grand Total	<u><u>\$624,759.77</u></u>				

Snow Removal – City Administrator Harmon stated it was his direction to plow snow to the curb as that was the most cost effective and efficient method to remove snow from the city streets. This manner saved approximately \$40,000 in snow removal costs for the recent storm and prevented ice issues on the streets. Harmon thanked the street crews in attendance for the hard work and diligence in clearing the streets safely. Harmon noted it is a reasonable request for homeowners to spend \$5-\$20 to hire a private contractor for a few snow events a year to remove snow from their driveway entrance if they are unable to wait for city crews. Operational changes will be made for future snow events to have additional city staff remove snow from driveway accesses which will result in delays to clearing the recreational paths and parks areas.

Annual Meeting – Council President Hodgs stated the Visit Spearfish annual meeting will be held on Wednesday, March 4, 2020 at 8 a.m. at the Joy Center and all are invited to attend.

Annual Departmental Reports – Annual departmental reports were presented by Public Works Director Lee, Library Director Wilde, Parks and Recreation Director Ehnes, Parks, Recreation and Forestry Superintendent McDonald, Recreation Facility Superintendent Rauterkus, and City Engineer Mathis for the departments of public works, library, parks and recreation, and engineering. The remaining departments of public safety, finance, planning and zoning and human resources will present on March 16, 2020.

Public Comment – Public comment section was opened with resident Misti Caldwell stating her disappointment in the sharing of an online video on snow removal and residents Mark Goodrich, Carol Vavruska and Arla Smith spoke on snow removal and driveways being blocked with snow on Wyoming Court and Yellowstone Place.

Executive Session – Clark moved, Jacobs seconded and all voted to enter into executive session at 7:40 p.m. to consult with legal counsel regarding contractual matters pursuant to SDCL 1-25-2(4).

Council returned to regular session at 8:03 p.m.

There being no further business, Clark moved, Eisenbraun seconded and all voted to adjourn at 8:04 p.m.

Dated this 2nd day of March, 2020.

CITY OF SPEARFISH

By: _____
Dana Boke, Mayor

ATTEST:

Michelle DeNeui, Finance Officer

Published once at the approximate cost of _____.